

STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 45811, Olympia WA 98504-5811

DATE: 08 September 2006  
TO: All Potential Bidders  
FROM: Bonnie Lindstrom, RFP Coordinator, #0634-230  
DSHS Central Contract Services  
RE: Amendment 3 – Exhibit D

The RFP is amended to replace Exhibit D, Responsiveness Checklist, with this document.

Bonnie Lindstrom, RFP Coordinator  
DSHS Central Contract Services  
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## Exhibit D

### Checklist for Responsiveness

<input type="checkbox"/>	Proposal was submitted on or before 4:00 p.m. on or before the due date.
<input type="checkbox"/>	Required numbers of proposal copies were submitted.
<input type="checkbox"/>	Proposal is placed in binders with tabs separating the major sections of the proposal. The four major sections shall include:  <input type="checkbox"/> Admin Requirements – Section 3.D <input type="checkbox"/> Technical Proposal – Section 3.E <input type="checkbox"/> Management, Experience And Qualifications Proposal- Section 3.F <input type="checkbox"/> Cost Proposal – Section 3.G
<input type="checkbox"/>	Bidder meets minimum qualifications, which are: <ul style="list-style-type: none"><li>• The Bidder must be licensed to do business in the State of Washington or obtain a Washington State business license from the Secretary of State.</li><li>• Experienced mental health professional with a minimum of 15 years experience in development of mental health policy and programs and specific experience related to involuntary treatment and forensic commitment issues: lead position.</li><li>• Access to professional attorney with experience related to analysis of involuntary treatment and forensic commitment statutes if the bidder is not an attorney.</li></ul>
<input type="checkbox"/>	Proposal demonstrates that the Bidder is capable/responsible to provide the services.
<input type="checkbox"/>	Financial/Contractual Proposal is essentially responsive to core requirements of the RFP.
<input type="checkbox"/>	Technical Proposal is essentially responsive to core requirements of the RFP and does not impose conditions that would modify the RFP.
<input type="checkbox"/>	Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.
<input type="checkbox"/>	If Minority- and Women-Owned Business participation is being claimed, a certification from OMWBE is included.
<input type="checkbox"/>	The Letter of Submittal included a statement that a Certificate of Insurance would

	be provided as a condition of award.
<input type="checkbox"/>	Required number of references were provided.